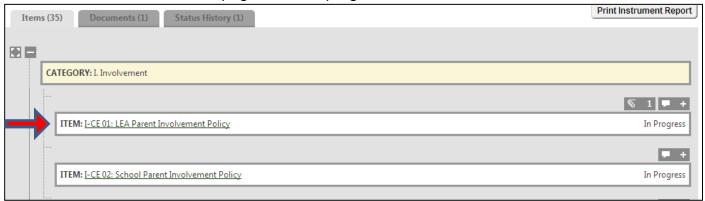
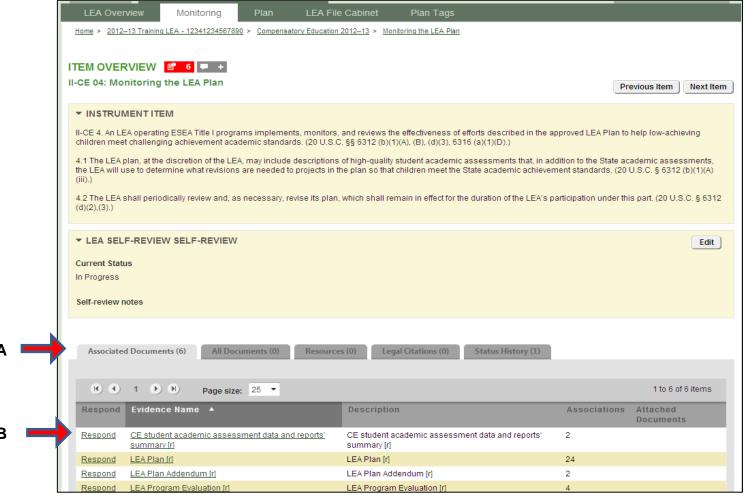
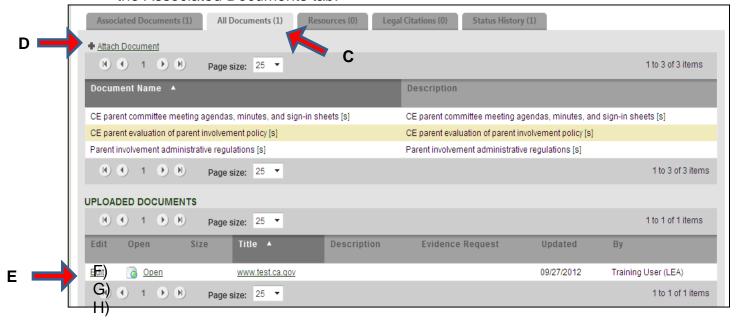
1. On the Instrument Overview page, select a program instrument item.



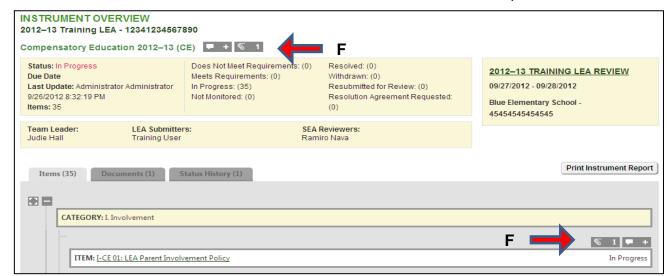
- 2. On the Item Overview page:
  - A) Associated Documents tab. Associated documents link to other items within the program instrument or other program instrument items.
  - B) To upload Associated Documents, select "Respond."



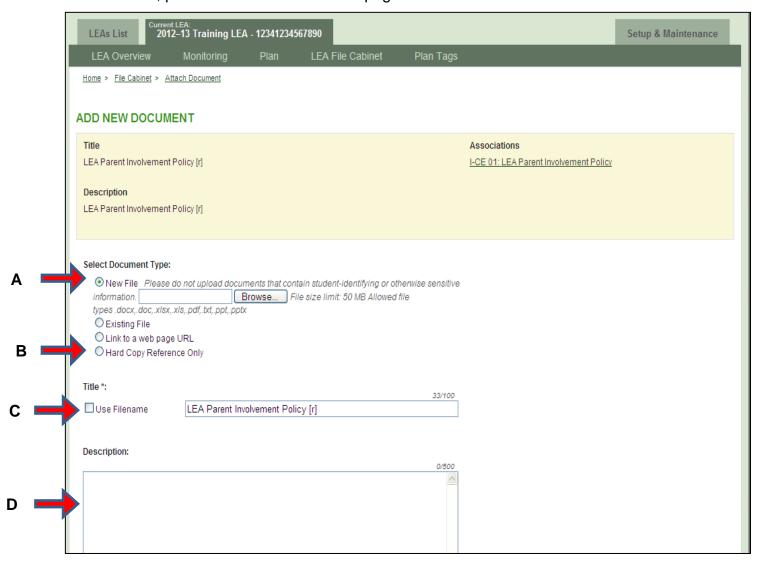
- C) All Documents tab. Required documents are referenced in the program instrument item and have an [r] following the document title. Suggested documents may demonstrate an LEA meets legal requirements and have an [s] following the document title. These documents are listed under Document Name.
- D) To upload Required or Suggested Documents or for any other related documents, select "Attach Document."
- E) Under the Uploaded Documents section, district users can view and manage all documents uploaded for the selected instrument item, including documents uploaded in the Associated Documents tab.



F) Paperclip icons are located throughout CAIS for navigational purposes and to provide a filtered view of the LEA file cabinet. Do not use these icons to upload documents.



- 3. On the Add New Document page:
  - A) Select one of the four types of document to be uploaded: "New File", "Existing File", "Link to a web page URL", or "Hard copy reference only."
  - B) Mark any confidential information, including student-identification, as "Hard copy reference only." In the Description box (D), provide the location at the LEA where the confidential information can be reviewed by CDE staff during an on-site review.
  - C) After the document is uploaded, insert a title for the document. New files default to the file name of the selected document.
  - D) Provide a description for the uploaded document. If the document is not an Associated Document, begin the description with the program instrument item number. For larger documents, please indicate the relevant page number.



- 4 When uploading documents:
  - A) Verify that the "Draft" box remains un-checked. Checking the draft box will prevent CDE staff from reviewing the submitted documents.
  - B) Select the school associated with the document from the school list. Note: If a document pertains to the LEA, do not select a school.
  - C) When documents are ready to be uploaded, select Attach.

